



## BalanceLogic

50 Post Office Road, Suite 302

Waldorf, Maryland 20602

301-396-8455

www.balancelogic.com

Marketing, Web and Graphic Design, Bookkeeping, IT and  
Business Consulting

*Member since May 2014*

### MANAGEMENT AND LEADERSHIP



#### **Environmental Policy Statement**

BalanceLogic is committed to reducing its impact on the environment. We will strive to improve our environmental performance over time and to initiate additional projects and activities that will further reduce our impacts on the environment.

Our commitment to the environment extends to our clients, our staff and the community in which we operate. We are committed to:

- Comply with all applicable environmental regulations;
- Prevent pollution whenever possible;
- Train all of our staff on our environmental program and empower them to contribute and participate;
- Communicate our environmental commitment and effort to our clients, staff and our community; and
- Continually improve over time by striving to measure our environmental impacts and by setting goals to reduce these impacts each year.

Signed: \_\_\_\_\_

Date: 5/13/2014

Printed/Title: \_\_\_\_\_

Bill Campbell / CEO

### WASTE



#### **Solid Waste Reduction and Reuse**

*Within our graphic design department, concepts are created digitally and sent via email either internally for revisions or to clients for approval. This practice greatly reduces the amount of paper being printed in the office.*

*When we do have to print internally, for weekly staff meetings for instance, all documents are printed double sided. All invoices are sent via email rather than mailed. We also use filtered water instead of bottled water in the office and have a re-usable set of coffee mugs for use in the office instead of paper cups.*



## **Recycling**

*BalanceLogic recycles the following items each month:*

- *Plastic Products*
- *Glass Products*
- *Paper Products including scrap paper, magazines and newspapers*

*Our standard practice for cardboard boxes that are received from shipping is to reuse between 80% and 85% of them in the office. Any that cannot be reused are recycled.*

*We also recycle our ink cartridges through Staples.*

## **ENERGY**



## **Energy Efficiency**

*BalanceLogic recently replaced our traditional 75W light bulbs in our office with energy efficient CFLs. This replacement will result in an electricity savings of 7,615 kWh and an electricity cost savings of over \$800 annually.*

## **TRANSPORTATION**



## **Efficient Business Travel**

*Within the IT Department, all issues that arise with clients' networks, server or computers is first looked at remotely. Many times, issues can be resolved by an IT staff member through remote access. This saves time and many miles that would otherwise be traveled to the clients' locations.*